



S VAUGHN DYKES

vaughndykes@gmail.com / C: (240) 351-7232
Lakewood Ranch, FL 34211

SUMMARY

A progressive and professional manager with a broad background that includes Police Administration, Emergency Management, Human Resources, Staffing, Recruitment, Onboarding, Compensation, Benefits, Training, Employee Relations, Organizational Development, Financial Management and Leadership. My experience includes Training Commander, Evidence & Crime Lab Commander, Crime Prevention Commander, Assistant Patrol Commander with an emphasis in leadership, budgets, emergency management and disaster preparedness.

SKILLS

- Benefits Management
 - Negotiations
 - Budget Preparation
 - Organizational Leadership
 - Policies & Procedure Development
 - Conflict Resolution
 - Procurement
 - Cost Control
 - Project Management
 - Crisis Management
 - Property Management
 - Disaster Planning & Mitigation
 - Employee Relations
 - Financial Analysis
 - Grants Administration
 - Recruitment, Selection & Onboarding
 - Risk Management
 - Human Resources
 - Information Technology
 - Instructor & Trainer
 - Shipping & Receiving
 - Staffing
 - Labor Relations
 - Supervising
 - Law Enforcement
 - Tax Laws
 - Team Building
 - Leadership Training
 - Training Programs
 - Transportation
 - Management
 - Media & Press Relations
 - M.S. Office
 - Employee Attendance Monitoring
 - Employee Performance Monitoring
 - Ability to articulate information
 - Ability to accurately record information
 - Business operations management
-

EXPERIENCE

Assistant to the President / Director of Operations

Amalgamated Transit Union - Silver Spring, MD

09/2011 - 03/2020 / 35 hours per week

- This position managed the Human Resources functions; provided assistance to department managers and employees with an emphasis on Communications, Project Management, Organization, Leadership, Team Building, Conflict Resolution, Quality, Interpersonal Relationships, Work Distribution & Analysis; and served as the organization's Benefits Manager for health, dental, vision, and life insurance providers.
- Managed operations department, to include human resources (HR), events and planning, information technology (IT), building facilities, engineers, security and shipping & receiving.
- Oversaw and managed Information Technology.
- Managed Building Engineers and maintenance projects.
- Supervised security personnel.
- Handled Risk Management.

- Oversaw the interpretation and administrative of personnel regulations.
- Conducted organizational effectiveness and productivity studies.
- Administered employee benefits.
- Conducted recruitment, selection, onboarding, and staffing.
- Developed training and employee relations.
- Maintained employee records and equipment.
- Developed policy and procedures.
- Conducted contract procurement, vendor services and competitive bidding process.
- Attended departmental meetings, providing feedback to enhance future performance.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

Field Enforcement Agent

Comptroller's Office, State of Maryland - Annapolis, MD

09/2010 - 09/2011 / 40 hours per week

- Conducted criminal investigations of violations relating to alcoholic beverages, cigarettes tax laws and motor fuel tax laws in order to protect sources of revenue for the State and legitimate businesses.
- Enforced the manufacture and distribution of alcoholic beverages and illegal transportation, use, possession, sales, and storage of untaxed or unregistered fuels.
- Obtained evidence of criminal activity by interviewing, surveillance, mingling with violators and purchasing contraband; obtained and executed search and seizure warrants; collected evidence for prosecution of violators; coordinated enforcement activities with federal, state and municipal law enforcement agencies to collect and share intelligence and information.

Homeland Security Coordinator

City of San Diego, Office of Homeland Security - San Diego, CA

03/2010 - 09/2010 / 35 hours per week

- Developed and managed Homeland Security initiatives.
- Created and coordinated interdepartmental, multi-discipline and multi-jurisdictional all-hazards planning activities.
- Developed preparedness and operational plans.
- Served on regional committees to prepare and rewrite the response & operational plans for terrorism and other disaster related events.
- Maintained Emergency Operations Center (EOC) and its equipment in a state of readiness.
- Served as EOC Coordinator and Liaison Officer in the EOC during activations and exercises.
- Developed and delivered National Incident Management System (NIMS) training to employees in the EOC.
- Participated in the development and execution of exercises.
- Oversaw disaster cost recovery efforts and grants.
- Participated in various exercises as a planner, SimCell player, EOC liaison officer and attended Planning Conferences
- Produced & developed the Master Scenario of Events (MSEL).
- Participated in Hotwash and developed After-Action reports.
- Member of the Urban Area Working Group (UAWG).
- Coordinated with the Regional Terrorism Threat Assessment Center (RTTAC).
- Operated the Alert Emergency Voice Notification system.
- Executed WebEOC Training.
- Maintained the Alternate EOC in a state of readiness.
- Participated in Terrorist Incident Tabletop and Debris Management Exercises.
- Designed and developed the Mega Shelter Plan for disaster placement.
- Received Red Cross Shelter Management Training.
- Served on the Mayor's Sub-Committee on Disabilities Issues.
- Assisted with the development of the regional San Diego County Security Initiative.
- Member of the San Diego Voluntary Organizations Active in Disaster (SDVOAD) - to enhance disaster planning, relief, response and recovery activities.

- Partnered with American Red Cross (ARC) on shelter equipment Container placement
- Assisted with the placement of Shelter Cache Boxes received from a state grant to various regions
- Maintained the city's 3Cs Communications equipment in a state of readiness.

Police Lieutenant / Commander of Police Academy

Anne Arundel County Police Department - Millersville, MD
04/2004 - 03/2010 / 40 hours per week

- Oversaw the entry-level (recruits), firearms, specialized and in-service training programs for over 1000 sworn and civilian personnel.
- Developed curriculum & maintained training records for leadership training of supervisors and civilian managers.
- Researched and formulated policy, Standard Operating Procedures (SOPs) and written directives.
- Instructor for general police operations, defensive tactics, community-oriented policing, and media relations.
- Developed fiscal year budgets that included budget request, documented workload analysis, accomplishments, performance indicators, and descriptive comments.
- Prepared Request for Proposals and developed strategies for management review.
- Approved the documentation and allocation of budget spending.
- Participated as an Emergency Operations Center representative during terrorist and natural disaster incidents.
- Coordinated WMD/Hazmat Incident joint exercises and participated as an Evaluators.
- Commanded exercise responses to numerous terrorist incidents.
- Participated as Planning Team Member during several exercises.
- Developed the Exercise Evaluation Guides (EEGs) for the police patrol response to exercises.
- Developed Incident Action Plans (IAPs) and After-Action Reports (AARs).
- Headed Continuity of Operations (COOP) Committee and wrote the COOP plan for the Police Academy.
- Developed procedures for administration of Mark 1 Kits for potential exposure to Nerve Agents.
- Instructed Incident Command Systems training 100, 200, 300, 400 & 800.
- Wrote or revised numerous Index Codes or general orders for police department's rules and regulations manual including the ICS policy and procedures.
- Served on the Anne Arundel County Commission on Disabilities Issues.
- Headed the Training Committee as Chairperson to establish training goals and set future training goals.

Police Lieutenant / Commander of Evidence Management

Anne Arundel County Police Department - Millersville, MD 2003 to 2004

- Oversaw the Crime Lab, Quartermaster, Property Management, and the Evidence Collection Unit's.
- Handled budget preparations and executions, monitored allocations, expenditures, and purchased equipment.
- Supervised professional staff.
- Interpreted county law, regulations.
- Performed financial analysis.
- Oversaw the management and fiscal affairs of funding provided by various local, state, and federal grants.
- Approved training and travel for subordinates.
- Established S.O.P. manuals and policies.

Police Lieutenant / Assistant District Commander

Anne Arundel County Police Department / 2006 to 2007

- Supervised Patrol and Investigative units.
- Reviewed crime reports and data for trends.
- Developed innovative problem-solving techniques.
- Oversaw the implementation of techniques to solve the community's concern.
- Responsible for approving overtime, compensatory time and all expenditures.
- Oversaw for the district facility/building and three satellite offices.
- Directed and monitored assignments.

- Monitored and approved leave.
- Conducted evaluations the performance reviews.
- Served as a mentor, coach, counselor and team leader.
- Established goals and objectives.
- Completed annual documented workload analysis for the budget preparations.
- Monitored the budget and approved all expenditures.
- Provided training and development.
- Attended meetings and educated community members.
- Compiled various monthly reports for higher review.
- Responsible for internal investigations.
- Administered discipline when appropriate.
- Developed strategic and operational planning.
- Conducted annual inspections.

Detective Sergeant / District Detectives

Anne Arundel County Police Department / 1999 to 2001

- Supervised investigations of property crimes, street robberies, sex offenses and other investigations.
- Responsible for the supervision of detectives/investigators.
- Management and evaluation of investigations, work productivity and case load.
- Daily supervision of employee's attendance and leave.
- Budget preparation and execution.
- Established Standard Operating Procedural (SOP) manuals.
- Increased work output and training.
- Counseled and rewarded employees.
- Supervised various operations (execution of search warrants, active investigations and surveillance.
- Reviewed each case for accuracy and potential legal issues.
- Completed annual performance evaluations for employees.
- Complied monthly statistical data and reporting.

Public Information Officer / Media Relations Office

Anne Arundel County Police / 1996 to 1997

- Supervised the work productivity of the office staff.
- Spokesperson for the Chief of Police and the entire department on crime incidents and policy issues.
- Handled media releases for television, radio print and film media outlets.
- Served as a member of the Baltimore & Annapolis Crime Stoppers Board.
- Served as the spokesperson for Anne Arundel County's Most Wanted TV show.
- Prepared correspondences for the Chief of Police.
- Organized the Annual Awards Banquet.
- Served as a member of the On-Call PIO staff until 2001.

EDUCATION AND TRAINING

University of Maryland University College
Bachelor's Degree: Management Studies, Criminal Justice

5/2006

Anne Arundel Community College
Associates Degree: General Studies, Law Enforcement

5/1996

SPECIALIZED TRAINING

- Anne Arundel County Police Academy - *05/1990 Certificate: Law Enforcement*
 - Fairfax County Public Safety Academy - *03/1988 Certificate: Law Enforcement, Corrections, Court Security Incident Command System/EOC Interface G-191* – University of Maryland, Maryland Fire & Rescue Institute
 - National Incident Management System 700 – FEMA Emergency Management Institute
 - Introduction to the Incident Command System, IS-100 – FEMA Emergency Management Institute
 - Incident Command System for Single Resources & Initial Action Incidents, IS-200 – FEMA Emergency Management Institute
 - Intermediate Incident Command System ICS-300 for Expanding Incidents for Operational First Responders – National Fire Academy
 - Advanced ICS Command & General Staff, Complex Incidents ICS-400 – Center for Domestic Preparedness
 - National Response Plan, an Introduction IS-800 – FEMA Emergency Management Institute
 - Emergency Program Manager IS-01– FEMA Emergency Management Institute
 - National Infrastructure Protection Plan IS-860a – FEMA Emergency Management Institute
 - Homeland Security Exercise and Evaluation Program – FEMA Emergency Management Institute
 - A complete list of all specialized training courses is available upon request.
-

REFERENCES

- Available upon request
-

ORGANIZATIONS:

- Member of Society for Human Resource Management (SHRM)
- Member of National Emergency Management Association
- Member Anne Arundel Community College's Criminal Justice Consortium
- Member of the Anne Arundel County Commission on Disabilities Issues